

Winterport Recreation Board Meeting 8/17/2007

MEETING AGENDA AND MINUTES

Meeting Date:	August 16, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
X	Mandy Olver	Board Member		Chris Beaulieu	Board Member
X	Helga Meo	Board Member	X	Ken Miller	Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
	Heather Roberts	Board Member		Maxine Braley	Winterport Seniors

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Recreation Coordinator Report	6:10	Dave
3.	Youth Soccer Planning <ul style="list-style-type: none">SchedulePaperwork (flyer and registration form)Getting Abbott Park Ready (parking lot, fields, cleanup around storage shed, port-a-potty platform)Equipment purchases	6:20	All
4.	Policies and Procedures Review	6:45	All
5.	Abbot Park Development Plan	6:50	All
6.	Meeting Wrap Up and Confirm Next Meeting	6:55	Mike

MINUTES:

Review of Agenda and Action Items

Mike brought the meeting to order at 6:05pm and quickly reviewed the agenda and action items.

Recreation Coordinator Report

Dave advised that the 3x3 basketball tournament went well and pictures have been posted on the website. He's been mowing and currently planning the upcoming soccer program.

Youth Soccer Planning

Schedule - Registration will be held September 1st at Abbott Park from 10-11am. Mike and Ken will work to schedule the details of the registration and clinic. We agreed that the soccer season will run from September 8th – October 20th. The K/PreK group will meet from 9-10am Saturday mornings. The 1st/2nd graders will meet from 10:15-11:30am Saturday mornings. The 3rd-5th graders will have one practice during the week and 1 or 2 games during the week and on Saturdays.

Paperwork – Dave brought to the group a registration form. The form was reviewed and some changes were made. Dave will make final corrections and submit to the Superintendent's Office for approval. The forms will be handed out the 1st day of school to be sent home.

Dave indicated that the Town indicated they did not want registration forms returned to the Town office. Mike will follow up with them on this issue as we would like this to be available.

Registration Fees – We agreed that a single entry will be \$15.00 for residents and \$20.00 for non-residents. Starting this year we will have a family fee. If registering 2 or more children, it will be \$25.00 for residents and \$35.00 for non-residents.

Advertisement – Dave will post registration notices at the Town Office, Post Office, On The Run, and WHOP. Mike will contact WZON to see if we can get the registration announcement included in the Rec Report they air.

Getting Abbott Park Ready – Dave will handle field preparation. Dave will also contact the town about getting the parking lot swept, lines repainted, and a creating a level platform area to set the port-a-potty on, and 4 metal trash cans for the upper fields. The group authorized the purchase of 2 new 3 tiered aluminum bleachers. Mike will contact Norm about getting these ordered.

Equipment – Dave has purchased 4 sets of corner flags and a new set of 4'x6' goals.

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Policies and Procedures Review

Dave submitted his draft for the youth soccer program. Mandy has the youth basketball draft written and will type up and send out soon. Chris and Heather are still working on the adult basketball programs. Once all submissions are in, we'll review as a group and make a final copy for submission to the Town Council.

Abbott Park Development Plan

Mike mentioned that he had all the notes from the last meeting and will start the official document. A couple action items for the "to do sooner than later" are included in the planning for soccer season. These items include sweeping and repainting the parking lot, getting new bleachers and trash cans for the upper fields, and creating a permanent spot for the port-a-potty.

Mandy asked about the status of the woodchips for the playground and the walking track. Although the board has decided that a ground covering for the playground is needed and approved, no formal action plan was put in place to make it happen. Mike will take this item and run with it. The last status of the walking track is that Phil was following up with 3 vendors to get bids on the project. No word yet on if the bids have come back yet. Mike will follow up with Phil on this item as well.

Meeting Wrap Up and Confirm Next Meeting

The meeting was closed down at 7:20pm and the next meeting scheduled for September 20th, 6:00pm at the VGCC.

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FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.	Sports Done Right		TBD	
2.	Abbot Park and Victoria Grant Civic Center Development Plan		ONGOING	

FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
September 20 th , 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date

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Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01

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AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06